

**GATEWAY COMMUNITY COLLEGE
JOB OPPORTUNITY
ACCOUNTANT
FINANCE DEPARTMENT**

9/20/14

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES' EXAMINATION FOR ACCOUNTANT. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

Open To: Candidates on a current examination list and lateral transfers.
Location: Gateway Community College 20 Church Street New Haven, CT
Job Posting No: 0149439 Position# 50315
Hours: Full-time, 40 hours/week. Monday through Friday
Salary: \$64,284 approximate annual for the first six (6) months.

Closing Date: APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY 5:00PM ON MONDAY, OCTOBER 6, 2014.

Examples of Duties: Under the Direction of the Director of Finance and Administrative Services or his/her designee, Accountants assigned to the Division of Finance and Administrative Services record complex and compound journal entries; prepare balance sheets and financial statements involving multiple accounts; analyze and interpret accounting records and reports; assist higher level staff in planning, design and implementation of accounting procedures or systems; assign coding, review expenditures and prepare or review financial statements; assist in budget management by compiling and reviewing budget proposals, preparing estimates and calculations of projected expenditures, preparing monthly and ad hoc reports and analysis; monitor fiscal aspects of grant programs by preparing or reviewing financial reports, reviewing expenditures for compliance with policies, procedures, and grant requirements, providing technical assistance to grant managers on using financial management tools and to grantees in maintaining accounting records, ensuring effective cash management and timely close-out of grant funds; recommend accounting related improvements to business practices such as accounting controls and financial reviews; utilize Ellucian Banner or other EDP system and Microsoft Office products for financial records, reports and analysis; assist EDP experts in planning and implementation of financial aspects of EDP systems; Review and approve financial transactions, reconcile payroll transactions, calculate fringe benefit rates; research, prepare and post payroll recovery adjusting journal entries, manage fixed assets; in addition to professional accounting tasks, may supervise accounting related paraprofessional or clerical functions; perform related duties as required.

PREFERRED QUALIFICATIONS: Experience working with an integrated financial a system such as SunGardHE Banner; use of Core-CT as it relates to various financial reporting methods and data analysis.

DESIRED QUALIFICATIONS: Bachelor's degree in accounting or related field. One (1) year of budget management and one (1) to two (2) years of grants management experience. Proficient knowledge and firsthand experience using advanced Microsoft Excel functions including pivot tables. Understanding of payroll accounting

Knowledge, Skills and Abilities: Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

General Experience: Six (6) years of experience in accounting or auditing.

Special Requirement: Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

Note: This position may be filled by mandatory candidates from the Re-employment and SEBAC lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates who have taken and passed the current Examination for Accountant.

Salary: \$64,284 approximate annual, plus excellent State supported fringe benefits.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a complete set of materials including; a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Please be sure to specify the job posting number on all application materials. Please mail your completed CT-HR-12 and the additional requested documents to:

**Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510**

Faxed applications will also be accepted. 203-285-2539

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please also send the original via mail or e-mail.

Continuing Notice of Nondiscrimination

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies:
Dean of Students, Wilson Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

**GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**